



ADUR & WORTHING
COUNCILS

If you need further information, write to:

PO Box 5000,
Worthing,
West Sussex,
BN11 1JN

Or you can call:

- Adur Council Tax - 01273 263111
- Adur Housing Benefit and
Council Tax Support - 01273 263444
- Worthing Council Tax - 01903 221061
- Worthing Housing Benefit and
Council Tax Support - 01903 221062

Last updated: February 2020

Revenues & Benefits Service

Council Tax

Your right
of appeal

Council Tax Appeals

Can I appeal against the band for my property?

Yes, within six months of:

- becoming liable (responsible) for the charge;
- an amendment to the valuation list entry; or
- the date of a relevant valuation tribunal decision.

If you do not think that the band for your property is correct, you must appeal to the Valuation Office Agency (VOA) online at

- www.gov.uk/contact-voa

Alternatively, you can phone the VOA general enquiries help line 03000 501 501 (Monday to Friday, 8:30am to 5:00pm).

Can I appeal against any other decision about Council Tax?

Yes, if you do not think that you should have to pay Council Tax, or you think that you should be granted an exemption, a discount or be disregarded for Council Tax, you should write to us within two months of receiving the bill, stating why you think that the Council Tax you have been charged is wrong.

The address you should use is:

Customer Services,
PO Box 5000,
Worthing,
West Sussex,
BN11 1JN

We are required to let you know our decision within a further two months of receiving your letter.

Remember: you must continue to pay your Council Tax even if you think it is wrong

If you have received a completion notice and you do not agree with the date we have chosen, you may appeal directly to the Valuation Tribunal within four weeks of receiving it.

If you have been fined for failing to provide information or giving wrong information, you can appeal directly to the Valuation Tribunal within two months of receiving the fine.

The address you should use is:

Valuation Tribunal for England,
Second Floor,
120 Leman Street,
London,
E1 8EU

What if you turn down my appeal?

After you have made an appeal to us and you still think that your Council Tax bill is wrong, you can appeal to the Valuation Tribunal within two months of receiving our revised decision.

The address you should use is:

Valuation Tribunal for England,
Second Floor,
120 Leman Street,
London,
E1 8EU

If you do not receive a reply from us you may appeal to the Valuation Tribunal within four months of your written appeal to the Council.

Can I appeal about the amount of Council Tax Support that has been awarded?

If you think that your Council Tax Support has not been calculated correctly, you can ask us to look at the decision again.

Please write to us within one month of the date of your award letter at:

Benefit Adjudication Team,
Revenues & Benefits Service,
PO Box 5000,
Worthing Town Hall,
Chapel Road,
Worthing,
West Sussex,
BN11 1JN

What happens if my benefit appeal is unsuccessful?

You will have a further right of appeal to an Appeal Tribunal that is independent of the Council. Further details will be sent to you at the time.

The hearing is made as informal as possible so that a fair decision can be reached and you may opt to have your appeal dealt with by post.

Can I be represented at the Appeal Tribunal hearing?

Yes, you can either represent yourself or ask someone to help you. Again, further details will be sent to you at the time.

Are there any further rights of appeal about my benefit award?

If you disagree with the decision that the Appeal Tribunal reaches, you may have a further right of appeal to an Upper Tribunal

If you want to do this, we would strongly recommend that you seek advice from a solicitor.